

# San Diego County Children and Families Commission

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Subject: **Support of Community Events and Educational Symposia**

Policy Number: CFC-005      Effective Date: August 6, 2001

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## Purpose

To establish policies and procedures guiding Children and Families Commission (“Commission”) support of community events and professional education symposia.

## Background

Since the adoption of the first Strategic Plan in February 2000, Commission staff have been approached by multiple community groups requesting the Commission’s participation in or sponsorship of health fairs, professional education symposia, family fairs and other local community events. The Commission recognizes that sharing information with the community is an essential element in promoting the vision of Proposition 10, facilitating community involvement, and increasing community awareness and understanding of children ages zero to five and their families. The Commission’s *Hand in Hand 4 Kids* Community Inclusion Plan, approved by the Commission in June 2001, outlines the Commission’s commitment to community information and education. The annual Implementation Plan allocates funds for public information and education activities. The following policy and procedures address the appropriate role of the Commission and use of these funds.

## Policy

The San Diego County Children and Families Commission may provide funding to community partners for materials to support community awareness and education consistent with Commission goals and the Strategic Plan. The Commission may also support professional education events directly related to Commission goals and the Strategic Plan. In general, the Commission will not directly participate in community events, but will rely on grantees and other community partners to advocate for and promote community awareness of Commission issues, goals and funding opportunities.

## Procedures

### 1. Allocation of Funds

- a. Funds to be used for public information and education and support of professional educational events will be allocated by the Commission as part of the annual Implementation Plan.

### 2. Requests for Commission Support

- a. Requests for support of public information and education activities such as community events will be received by Commission staff, who will evaluate the requests using the following guidelines:

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- The purpose of the activity or event must be consistent with the Commission's goals and Strategic Plan
  - The request must be for educational/informational materials for children ages 0 to 5 and their families
  - Funding will strengthen community capacity to meet the needs of children ages 0 to 5 and their families
  - The requested funds must be available
  - The requested funds must be used to supplement, not supplant, other funding
  - Approval of the request would be consistent with Commission policy on unsolicited grants
- b. Requests for support of symposia, conferences or other professional education activities will be received by Commission staff, who will evaluate the requests using the following guidelines:
- The purpose of the symposium, conference or event must be to educate professionals on issues consistent with the Commission's goals and Strategic Plan
  - Funding will strengthen community capacity to meet the needs of children ages 0 to 5 and their families
  - The requested funds must be available
  - The requested funds must be used to supplement, not supplant, other funding
  - Approval of the request would be consistent with Commission policy on unsolicited grants
- c. Requests that meet the above guidelines will be submitted to the Executive Director for approval and processing according to Section 4 below..

**3. Funding of Commission-Initiated Events**

- a. The Commission may fund public information or education events, or professional education events, that it has initiated to advance its vision and current priorities.

**4. Approval of Funding**

- a. The Executive Director is authorized to approve funding up to \$1,000 for any single public information or education event or professional education event that meets established guidelines.
- b. Requests for amounts over \$1,000 will be docketed for action by the Commission.

Sunset Review: August 2002

Approved:

August 6, 2001  
Date

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Commission Item No.